



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **ASSOCIATE MANAGEMENT AUDITOR**

**\$4,829 - \$6,350**

### ***FRAUD GRANT AUDIT PROGRAM***

### **ENFORCEMENT BRANCH – HEADQUARTERS**

### **SACRAMENTO**

**9342 Tech Center Drive, Suite 100**

#### **RESPONSIBILITIES:**

The Fraud Grant Audit Program (FGAP) is seeking an experienced and motivated Associate Management Auditor to fill a permanent full-time position. Under the direction of the Enforcement Branch, Staff Management Auditor, the incumbent will independently perform complex performance audits of the insurance fraud grants (Automobile, Organized Automobile Fraud Activity Interdiction, Workers' Compensation, Disability and Healthcare, and/or Life and Annuity Consumer Protection Program Grants) received by the California County District Attorney's Offices for the enhanced investigation and prosecution of insurance fraud.

The successful applicant will perform the following duties:

- Assist in developing, revising, and updating audit programs and working papers;
- Collect, review, and analyze the contractual information required by the grant award agreement;
- Independently, or as a team member, plan, prepare, conduct, and complete audits.
- Perform audits in a professional manner;
- Properly summarize the result of audits by developing audit findings and recommendations fully supported by audit working papers;
- Prepare audit documentation and write preliminary and final audit reports;
- Conduct audit entrance and exit conference meetings, stating the nature, purpose, objectives, and preliminary results of the audit;
- Present at grant training workshops for district attorney's offices' management and staff;
- Provide one-on-one grant audit training with district attorney's office staff;
- Special project assignments as needed;
- Travel is required approximately twenty-five percent (25%) of the time.

**Background check and fingerprinting are required. *Free parking! Close to Light Rail!***

#### **DESIRABLE QUALIFICATIONS:**

- Demonstrated experience in performing analytical assignments;
  - Experience conducting complex performance audits with a fiscal focus;
  - Knowledge and experience in State government accounting and Federal government auditing standards;
  - Certified Fraud Examiner credential;
  - Ability to work with Fraud Investigators, district attorney's offices, and other allied law enforcement agencies;
  - Excellent verbal and written communication skills;
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## **DESIRABLE QUALIFICATIONS - CONTINUED**

- Strong interpersonal skills;
- Ability to perform a variety of assignments ranging from district attorney's offices audits, special projects, and internal control reviews of the CDI's administrative and accounting systems;
- Ability to work independently and as a team member;
- Ability and willingness to travel throughout California and, on occasion, out-of-state;
- Demonstrated personal computer experience including but not limited to Microsoft applications such as Word, Excel, Access, and PowerPoint.

## **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Associate Management Auditor level, those with transfer eligibility, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility,) on the state application.***

## **APPLICATION PROCEDURE:**

Please **mail** a completed standard [State Application STD 678](#), a Criminal Record Supplemental Questionnaire, and proof of meeting the minimum qualifications of the classification to Suzanne LaChance, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814.

**DO NOT EMAIL APPLICATION.** Emailed applications will not be accepted.

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying. **Failure to include a completed Criminal Record Supplemental Questionnaire with your application may eliminate** you from being considered for the position. The criminal supplemental questionnaire may be accessed through the CalHR jobs Web site: <http://jobs.ca.gov/pdf/crsq.pdf>.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (include copy of college degree and/or transcripts if required) will eliminate you from being considered for the position.

**PLEASE INDICATE "ASSOCIATE MANAGEMENT AUDITOR, PSN # 413-189-4159-001, RPA 15-134" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Suzanne LaChance at (916) 492-3300.

**FINAL FILING DATE: November 17, 2015 by 5:00 p.m. – Close of Business**

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**NOTE:** If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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**DO NOT SUBMIT APPLICATIONS TO CalHR**

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The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.